

6 Types of Nonverbal Cues

1. Space

- also known as proxemics
- Remember to stand or sit at a suitable distance where you and the listeners can easily and comfortably see each other and have eye contact.

2. Time

- also called chronemics
- time management,
- starting and ending on time and allotting time properly to the different sections of the talk: introduction, body, and summary

3. Appearance

- refers to the speaker himself/herself
- one needs to look professional to gain respect and credibility

4. Eye Contact

- Eyes are believed to be the most expressive source of nonverbal communication.
- Audience contact is a significant way to involve the listeners and keep them connected in the communication.

5. Body Language

- known as kinesics
- using ones body appropriately, naturally, and dynamically
- right movement of the body must be integrated with one's verbal message
- Facial expressions reveal the speaker's attitude towards the topic he/she is discussing.
- Head and hand gestures direct attention or emphasize reactions.

6. Voice

- also called paralanguage
- has to do with how you say what you say
- rate, volume, pitch, quality, pronunciation, enunciation, stress, and pauses

Techniques in Delivering a Speech:

1. Use a conversational style more often. This is the style that is more natural; it is the style that you always use when you express yourself with your family and friends.

Techniques in Delivering a Speech:

2. Look at your audience members in the eye so they will feel that they are part of your speech.

Techniques in Delivering a Speech:

3. Remember to adjust your volume to the size of the audience and the venue.

Techniques in Delivering a Speech:

4. Vary your rate or speed to keep your audience interested and to avoid a monotone pattern.

Techniques in Delivering a Speech:

5. Master your voice and find your pitch level (high or low).

Techniques in Delivering a Speech:

6. Use pauses when you emphasize the most important words, phrases, or sentences

Techniques in Delivering a Speech:

7. Pronounce and enunciate words correctly.

Techniques in Delivering a Speech:

8. Reduce fillers or expressions that substitute actual words in your speech because these words are distracting. Examples of fillers are “like,” “um,” “ah,” “uh,” and “er.”

Techniques in Delivering a Speech:

9. Start your speech by standing straight and balancing your weight.

Techniques in Delivering a Speech:

10. Use precise movements. Avoid distracting mannerisms like swaying back and forth, leaning on the podium, licking or biting your lips, etc.

Techniques in Delivering a Speech:

11. Avoid having a poker face or a highly animated face. These facial expressions appear distracting and may even be annoying. Instead, follow the most highly suggested tip: smile. However, make sure that the meaning of your speech reflects in your facial expressions; do not smile if you are talking about something sad.

Techniques in Delivering a Speech:

12. Dress properly and appropriately. Wearing the proper attire will make you look more confident and professional.

Techniques in Delivering a Speech:

13. Observe ethics by coming prepared, being honest with your words, being polite, avoiding offensive words, etc.

Techniques in Delivering a Speech:

14. Breathe in and out to relax before your speech. Most importantly, have fun.